



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD FOR LICENSING CONTRACTORS
500 JAMES ROBERTSON PARKWAY, SUITE 110
NASHVILLE, TN 37243-1150
(615) 741-8307 or 1-800-544-7693
www.state.tn.us/commerce/boards/contractors
Email: Contractor.Renewal@state.tn.us

RETIREMENT OF LICENSE APPLICATION

FEE: \$25.00

- ☐ **NEW** – Return with current license certificate and ID card.
☐ **RENEW** – One Year (must renew annually with maximum retirement of seven (7) years)

Contractor's License # _____ Expiration Date: _____

Company Name: _____

Address: _____

(Address Change: ☐ - No ☐ - Yes)

PRINT NAME TITLE

SIGNATURE

PROCEDURES

New Retirement

License fees must be current in order to retire. If expired, must submit \$200.00 renewal fee and applicable late fees (do not need to complete financial and insurance requirements to retire). In addition, must complete the above portion, sign and return with the \$25.00, **nonrefundable**, retirement fee and your current license I.D. pocket card and certificate. Upon retirement, you will receive a license certificate with a "Retired" status and expiration date. If your license is active prior to retiring, you must submit the active license certificate and pocket card.

Renewal Retirement

A contractor's license may be retired annually, up to seven (7) years, by submitting \$25.00 for each year at renewal. Please be sure to renew retirement annually in order to retain renewal rights. Failing to submit retirement fee timely will require the renewal fee (\$200) with late penalties (\$20.00 per month). A renewed retirement certificate will be issued.

Retired to Active

To bring a license **out of retirement**, simply contact the Board office for the "Notice of Renewal" form or download from our website at: <http://www.state.tn.us/commerce/boards/contractors> - Complete the renewal form and submit with \$200.00 renewal fee, financial statement (a CPA/PA review is not required unless the monetary limit **exceeds \$1,500,000**), and provide proof of insurance.

Please note, renewal fees submitted prior to retiring are **nonrefundable**. For further information, you may refer to statute T.C.A. 62-6-126.